



Recertification Requirements (2006-2011)

Requirements for Recertification Include:

1. Adherence to the *BOC Standards of Professional Practice*

BOC Certified Athletic Trainers (ATs) are expected to comply with the *BOC Standards of Professional Practice* at all times. A copy of the document is available on the BOC website at www.bocatc.org.

2. Submission of the BOC Annual Certification Fee

Every AT is required to pay an annual certification fee to the BOC. The annual certification fee is an administrative fee that supports the activities required of the BOC. Fee payments are collected by one of the following methods:

- NATA members: if membership dues are current, the certification fee is included in your membership dues (i.e., the NATA pays the fee to the BOC)
- Non-members of the NATA: invoice is sent directly to each non-member by October 31st for the current year's fee

3. Maintenance of Emergency Cardiac Care (ECC)

ATs must be able to demonstrate ongoing certification in the competencies outlined in the BOC ECC guidelines throughout the reporting period. CEUs are not awarded for maintaining ECC.

NOTE: ECC certification must be current each year. Depending on the ECC provider, ECC recertification may not be required each year.

ECC must include the following:

- Adult CPR
- Pediatric CPR
- 2nd rescuer CPR
- AED
- Airway obstruction
- Barrier devices (e.g., pocket mask, bag valve mask)

Acceptable ECC providers are those adhering to the most current *International Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care*.

Examples of courses that provide the above requirements include, but are not limited to:

- CPR/AED for the Professional Rescuer through the American Red Cross
- BLS Healthcare Provider through the American Heart Association

NOTE: Online courses are only acceptable if the practical portion is tested with an instructor.

The BOC reserves the right to request ECC documentation at any time; this includes, but is not limited to, the BOC audit. The only acceptable documentation is the original certification card(s) OR a photocopy (front and back) of the certification card(s) obtained upon successful completion of the ECC course. The card(s) must be signed by the instructor and the card holder. Letters provided by instructors are not acceptable forms of documentation. Instructor cards are not acceptable.



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4. Completion and Reporting of Continuing Education Units (CEUs)

ATs must complete a predetermined number of CEUs within a given time period. Continuing education (CE) requirements are intended to promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment beyond the levels required for entry-level practice. CE activities must focus on increasing knowledge, skills and abilities related to the practice of athletic training.

- a. Role Delineation Study/CE Reporting Period** – The rapid advancements in athletic training-related knowledge make maintaining a minimal level of competence a continuous and ongoing responsibility of every practitioner regardless of employment location. Continued learning and maintaining competence as a healthcare provider are important aspects of professionalism, which have not gone unnoticed by society; in fact, society demands that all professionals are qualified and competent within their respective fields. In the US healthcare arena, the half-life of medical knowledge has been measured to be 5 years with the amount of information doubling every 18 months. Therefore, the BOC performs a role delineation study or practice analysis every 5 years and requires that ATs report CE activities every 3 years to encourage and assure an AT's ongoing competence in the ever-changing landscape of healthcare knowledge and skill.
- b. CEUs/Contact Hours** – CEUs are based on contact hours. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. One (1) CEU is equivalent to one (1) contact hour. CEUs will be awarded only for activities that are completed within your reporting period. CEUs in excess of the amount required cannot be carried over for credit in subsequent reporting periods. CEUs cannot be earned prior to certification.
- c. Documentation** – Original documentation confirming participation in an activity must be kept for 1 year after the reporting period has ended (see category description for documentation specifics).
- d. Mandatory Audit** – A percentage of individuals submitting the CE Reporting Sheet will be chosen for audit. Audited individuals will be required to submit their original documentation to the BOC for review. Detailed instructions pertaining to the auditing process will be provided to audited individuals. A response to the audit notification is due within 45 days from the date of the notification letter. The BOC reserves the right to audit any individual at any time.
- e. Change of Contact Information** – Changes in contact information must be provided to the BOC. Failure to keep contact information current can result in suspension or revocation of certification. You can keep your contact information updated by logging on to www.bocatc.org.
- f. Role Delineation Study/Practice Analysis** – The BOC Role Delineation/Practice Analysis (RD/PA) defines the current entry-level knowledge, skills and abilities required for practice in the profession of athletic training. It contains the entry-level standards of practice, the domains of athletic training, an entry-level job analysis and a review of literature containing over 450 publications. In addition to serving as the blueprint for the BOC exam, it serves as a guide in determining relevant content areas for CE activities. Copies of the current RD/PA may be ordered online at www.bocatc.org.



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CE Stagger

On January 1, 2006, the BOC implemented staggered CE reporting. The first 3 years of implementation required prorated CE submission. Now that the initial implementation is complete, every AT has a 3-year reporting period. Please refer to your certification card and the table below for your CE reporting schedule.

CE Reporting Schedule

Certification Date (Date Certified)	Expiration Date (Date CEUs Due)	CE Reporting Period (Began/Begins - Ends)	Number of CEUs Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
Before 2006	12/31/2011	1/1/2009 - 12/31/2011	75*	Unlimited	50	Unlimited	20
Before 2006	12/31/2012	1/1/2010 - 12/31/2012	75*	Unlimited	50	Unlimited	20
Before 2006	12/31/2013	1/1/2011 - 12/31/2013	75*	Unlimited	50	Unlimited	20
Before 2006	12/31/2014	1/1/2012 - 12/31/2014	75*	Unlimited	50	Unlimited	20
Before 2006	12/31/2015	1/1/2013 - 12/31/2015	75*	Unlimited	50	Unlimited	20
Before 2006	12/31/2016	1/1/2014 - 12/31/2016	75*	Unlimited	50	Unlimited	20
In 2006	12/31/2012	1/1/2010 - 12/31/2012	75*	Unlimited	50	Unlimited	20
In 2007	12/31/2013	1/1/2011 - 12/31/2013	75*	Unlimited	50	Unlimited	20
In 2008	12/31/2011	Certification Date - 12/31/2011	75*	Unlimited	50	Unlimited	20
In 2008	12/31/2014	1/1/2012 - 12/31/2014	75*	Unlimited	50	Unlimited	20
In 2009	12/31/2012	Certification Date - 12/31/2012	75*	Unlimited	50	Unlimited	20
In 2009	12/31/2015	1/1/2013 - 12/31/2015	75*	Unlimited	50	Unlimited	20
In 2010	12/31/2013	Certification Date - 12/31/2013	75*	Unlimited	50	Unlimited	20
In 2010	12/31/2016	1/1/2014 - 12/31/2016	75*	Unlimited	50	Unlimited	20
In 2011	12/31/2014	Certification Date - 12/31/2014	75*	Unlimited	50	Unlimited	20
In 2011	12/31/2017	1/1/2015 - 12/31/2017	75*	Unlimited	50	Unlimited	20

* If you received a sanction notice, please refer to your letter to see if additional CEUs are required and to check the adjusted maximums for Categories B and D

Recording CE Information

It is the responsibility of each AT to document CE activities.

There are two methods to report CE:

1. Submit CE on the BOC website at www.bocatc.org. There is no cost to use the BOC's online reporting system.
2. Report CE via mail. The CE Reporting Sheet can be used to record and submit documentation of activities. However, there is a \$25 processing charge for all paper submissions. The reporting sheet can be found at www.bocatc.org.



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CE Categories (2006 – 2011)

Maximums based on 75 CEUs due.

Category A – BOC Approved Provider Programs (no CEU maximum)
<ul style="list-style-type: none"> • Activities in this category are available through BOC Approved Providers. • The BOC determines the number of CEUs awarded for home study programs. Please visit the BOC website at www.bocatc.org to verify the number of CEUs being offered for each home study course. • Each individual BOC Approved Provider determines the number of CEUs awarded for non-home study activities in this category. • A list of current BOC Approved Providers is available on the BOC website at www.bocatc.org.

Possible Activities	Number of CEUs	Required Documentation
Workshops, seminars, conferences	as awarded by provider	Certificate or letter of attendance
Home study courses	as assigned by the BOC	Documentation of completion

Category B – Professional Development (50 CEU maximum)
<ul style="list-style-type: none"> • Activities in this category have been defined by the BOC. • The number of CEUs awarded for an activity is determined by the BOC. • Speaking engagements can be counted only once per topic. • If an abstract is connected to a presentation, CE credit can only be obtained for one activity or the other (i.e., an abstract and presentation on the same topic – only one will be awarded CE credit). • If a poster is connected to a presentation, CE credit can only be obtained for one activity or the other (i.e., a poster and presentation on the same topic – only one will be awarded CE credit). • The initial training for EMT (Basic) certification can be used for CE credit. Refresher courses will not receive CE credit in Category B.

Possible Activities	Number of CEUs	Required Documentation
BOC qualified examiner or model	5 CEUs per exam (limit 10 CEUs per year)	Report of attendance
EMT (initial training only)	40 CEUs	Certificate and card for “Basic Course”
Speaker at a conference*	10 CEUs per topic	Letter of acknowledgement from the conference coordinator (date of presentation must be included in the letter)



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Category B – Professional Development (continued)

Possible Activities	Number of CEUs	Required Documentation
Panelist at a conference*	5 CEUs per topic	Letter of acknowledgement from the conference coordinator (date of presentation must be included in the letter)
Primary author of an article in a non-refereed journal**	5 CEUs per article	Copy of article
Author of an article in a refereed journal**	primary=15 CEUs per article secondary=10 CEUs per article	Guidelines for authors and copy of article
Author of an abstract in a refereed journal**	primary=10 CEUs per abstract secondary=5 CEUs per abstract	Guidelines for authors and copy of abstract
Author of a published textbook**	primary=40 CEUs per book secondary=20 CEUs per book	Copy of title page, including the publication date
Contributing author of a published textbook**	10 CEUs per book	Copy of title page, including the publication date and table of contents or list of contributors
Author of a poster presentation – peer reviewed or refereed**	primary=10 CEUs per presentation secondary=5 CEUs per presentation	Letter of acknowledgement
Primary author of published multimedia material (CD-ROM, audio or video)**	15 CEUs per publication	Copy of publication
Primary author of a home study course**	as determined by reviewer	Letter of approval
Home study reviewer##	5 CEUs per review (limit 10 CEUs per year)	Disposition letter
Exam item writer@@	5 CEUs per year of active item writing	Letter of acknowledgment from exam company

*The conference/seminar must be intended for an audience of healthcare professionals (i.e., ATs, PTs, RNs, PAs, PTAs, MDs). The actual content presented by a speaker or panelist must pertain to the domains identified in the *Role Delineation Study, Fifth Edition*.

**The following explanations apply to publication activities:

Published: prepared for commercial distribution

Journal: a periodical containing scholarly articles and/or current information on research and development in a particular field

Refereed: the manuscript/document has been reviewed by an editor and one or more specialists prior to publication

##Includes BOC home study reviewers and reviewers of refereed publications

@@Includes BOC exam item writers and exam item writers for other healthcare professional exams



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Category C – Post-Certification College/University Coursework (no CEU maximum)

- CEUs are awarded for successful completion of college/university courses if the content of the course falls within the domains identified in the *Role Delineation Study, Fifth Edition*.
- The college/university attended must be accredited by an agency recognized by the US Department of Education.
- In order to be eligible, a course must be assigned credit hours and be listed on an official transcript.
- Practicum courses, clinicals and internship experiences are not acceptable for CE credit.
- 10 CEUs are awarded for each credit hour (e.g., a 3-credit course receives 30 CEUs). A credit hour must be equivalent to a minimum of 10 classroom hours.

Possible Activities	Number of CEUs	Required Documentation
College/university official course	10 CEUs per credit hour	Official transcript from accredited college/university
Medical residency	25 CEUs per year	Official transcript from accredited college/university

Category D – Individualized Options (20 CEU maximum)

- This category includes attendance at a professional program that is sponsored by groups other than BOC Approved Providers. The content of the program must fall within the domains identified in the *Role Delineation Study, Fifth Edition*.
- CE credit is also earned in this category for viewing educational multimedia (e.g., videotapes, DVDs). The content of the multimedia must fall within the domains identified in the *Role Delineation Study, Fifth Edition*.
- 1 CEU is awarded for each contact hour.

Possible Activities	Number of CEUs	Required Documentation
Activities by non-BOC Approved Providers	1 CEU per contact hour	Verification of attendance and copy of the program
Videos/DVDs/Audiotapes/Multimedia	1 CEU per contact hour	Receipt of purchase and independent verification (from an immediate supervisor that details title, length and date of activity)